

~~SECRET~~
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140080-4

PREPARE IN DUPLICATE

DD5/OTR/155 - 15

1. TITLE OF REPORT (if a fill-in report include Form No.)

2. TYPE OF REPORT
☐ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

Weekly Activities Report

3. FUNCTIONAL AREA
☐ PERSONNEL ☐ TRAINING ☒ ADMIN. GENERAL
☐ LOGISTICS ☐ SECURITY
☐ MEDICAL ☐ FINANCE
 OTHER (specify)

4. NO. OF COPIES PREPARED
 5

5. FREQUENCY (weekly, monthly, quarterly, etc.)
 Weekly

6. DISTRIBUTION (No. of components not number of copies)
 1

7. FORMAT (memorandum, form computer print-out, etc)
 Memorandum

8. ADP PROCESSING
☐ YES IF YES GIVE ADP PROCESSING NO.
☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT
 OTR Reg. 1-2, Delegations of Authority

10. PREPARING COMPONENT (include lowest level contributing information to report)

Section of Branch in ISS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

6 - by informal memo or phone call

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
15	12.80		1		12.80		52		\$665.60
14	11.00		.5		5.50		52		286.00
13	9.10		2		18.20		52		946.40
11	6.50		2		13.00		52		676.00
10	5.80		.5		2.90		52		150.80
7	4.50		1		4.50		52		234.00
5	3.60		1		3.60		52		187.20

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$3,146.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

In order to keep the Director of Training via the Executive Assistant informed of Staff's activities. Portions of this report are included in the weekly report sent by the DTR to the DDS.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)		MAN-HOURS	DOLLARS
<input checked="" type="checkbox"/> CHANGE	Change to a shorter, more informal less time consuming report		104	\$861.50
<input type="checkbox"/> DISCONTINUE				

16. DATE OF INVENTORY
 9 OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Chief, Instructional Support Staff

18. EXTENSION

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